

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Internet Services	
Policy Number: CUP 10	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

This policy applies to all Montana Chemical Dependency Center employees and Montana Chemical Dependency Center contractors using a State computer. This policy does not apply to public access computers, and students/employees of the Montana University Systems who are employed by the System and are not full time employees.

POLICY:

The State provided Internet, intranet and related services are to be used for: the conduct of State and local government business and delivery of government services; transmitting and sharing of information among governmental, research, and educational organizations; supporting open research and education in and between national and international research and instructional institutions; communicating and exchanging professional information; encouraging debate of issues in a specific field of expertise; applying for or administering grants or contracts; announcing requests for proposals and bids; announcing new services for use in research or instruction; and conducting other appropriate State business.

PROCEDURE:

The State provided Internet, intranet and related services are not to be used for: 1) "for-profit" activities, 2) "non-profit" or public, professional or service organization activities that aren't related to an employee's job duties, or 3) for extensive use for private, recreational, or personal activities. Employees should not have expectations of privacy for Internet use. Information Systems Technicians, management, and Department of Administration personnel can monitor Internet usage for planning and managing network resources, performance, troubleshooting purposes, or if abuses are suspected.

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